



**USAID**  
FROM THE AMERICAN PEOPLE

**MACEDONIA**

## JOB ANNOUNCEMENT

<b>To:</b>	Foreign Service Nationals	<b>Announcement #:</b> USAID 01-11
<b>From:</b>	EXO, USAID Macedonia	<b>Date:</b> 12/06/10
<b>Position Title:</b>	Administrative Assistant (DLG & EDU)	<b>Closing Date For Applications:</b>
<b>Position Grade:</b>	FSN 7	<b><u>COB 12/17/10</u></b>
<b>Office Location:</b>	USAID Macedonia, Skopje	<b>Estimate Opening Date of Job:</b> 01/30/11

USAID Macedonia is seeking to employ an **Administrative Assistant** for the DLG (Democracy & Local Governance) and EDU (Education) Offices.

The Secretary serves as the principal administrative support person for DLG and Education (EDU) Office Teams, operating independently to ensure that administrative functions are performed effectively, efficiently, and in a manner that promotes harmony and problem-solving, so that DLG and EDU Office staff members may be more effective.

The Secretary is the primary contact person responsible for Office customer service to internal and external partners and other stakeholders, including Mission staff, contractors, Implementing Partners (IPs) and grantees, host-government officials, the Embassy, USAID/Washington, and other customers. In this capacity, the Secretary is responsible for coordinating information about the Offices, and making sure that information gets to customers on a timely basis and in a professional manner. The Secretary provides interpretation in meetings and translates written documents.

The Secretary receives and places phone calls, sends and receives E-mail and Faxes, and sets up meetings and makes appointments at the request of the supervisor and other DLG & EDU Office staff with Mission, GoM, donor, IP, NGO, private-sector, and other contacts; arranges transportation as needed; and, takes minutes when requested. S/he maintains control of all correspondence for the two Offices, including program/project/activity files provided by COTRs/AOTRs, establishing and maintaining computerized tracking systems to track Office actions, providing weekly reports to the supervisor, receiving and screening Office mail not addressed to a particular individual, drafting responses to routine correspondence and letters in English, distributing incoming official mail to Office personnel and attaching pertinent background material, and searching files and records to assemble background information for correspondence and other pending actions. S/he establishes and maintains DLG and EDU Office (Case & Subject) files according to standards set by the Mission C&R Technician in EXO and USAID/Washington; marks correspondence and other documents for filing, and files accordingly.

**WHO MAY APPLY:** All Foreign Service Nationals.

**REQUIRED QUALIFICATIONS:**

The requirements for this position include, but are not limited to:

**a. Education:** Two or more years of post-secondary schooling in Public Administration, Business Administration, Social Sciences or Languages is required. A university degree in a relevant field is desired.

**b. Experience:** A minimum of three years of progressively responsible work experience, of which two years should be in related work with USAID, the USG, NGOs, other donor organizations, or host-government organizations.

**c. Post Entry Training:** A candidate new to USAID will be provided familiarization training on USAID operations, and on specific regulations and procedures (such as on records, travel, and correspondence management). Additional training in-country, or in the region, may be provided from time to time, depending on course offerings and the availability of space and funds.

**d. Language Proficiency:** Level IV (fluent) English and Macedonian oral and writing ability is required, and a good working knowledge of any other languages used locally, is highly desired.

**e. Knowledge:** The Secretary should be familiar, or able to quickly become familiar, with USAID Democracy & Local Governance, and Education Offices responsibilities and activities, as well as possess a general knowledge of standard office procedures and practices. The Secretary should have an excellent understanding of USG file management, mail handling, and correspondence formatting.

**f. Skills and Abilities:** The Secretary must be proficient in keyboarding and in operating computers with standard software, including Microsoft Word, Excel, PowerPoint, Outlook, and other software programs as designated. The Secretary must be proficient in using the Internet and E-mail.

**SELECTION PROCESS:** After an initial application screening, the best qualified applicants will be invited for a written examination and to an oral interview. Applicants must be eligible for appointment under host government laws and regulations. The final phase of the selection process is the probationary period. The probationary period is six months.

**ADDITIONAL SELECTION CRITERIA ARE:** USAID MACEDONIA will consider issues such as conflict of interest, nepotism and budget implications in determining successful candidacy.

**HOW TO APPLY:** Interested applicants must submit a CV and a cover letter by e-mail to [bzivkova@usaid.gov](mailto:bzivkova@usaid.gov), USAID HR Office no later than **COB December 17, 2010.**

Andrew Posacki  
Executive Officer